

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3760 **TITLE:** PARK/RECREATION SPECIALIST IV **GRADE:** S-25

DEFINITION:

Under general supervision, directs the overall operations, services, staff, and maintenance of a large recreation center or golf complex facility; **OR** manages a large number of diverse parks within a given geographic area; **OR** plans, organizes, administers, and evaluates a comprehensive County-wide program or set of programs that is administered at various sites across the County; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Park/Recreation Specialist IV class is distinguished from the Park/Recreation Specialist III class in that Park/Recreation Specialist III positions manage **mid-sized recreation centers, parks, and golf courses** whereas Park/Recreation Specialist IV positions **manage the largest of such sites**. Also the Park/Recreation Specialist IV positions are responsible for **managing larger numbers of diverse parks** in a geographical area or specialized County-wide park operations plans. Park/Recreation Specialist III positions perform these duties but for **smaller numbers of such diverse parks**.

ILLUSTRATIVE DUTIES:

General

Directs the overall operations, services, and personnel of an assigned park location or unit and ensures that agency standards for cleanliness, maintenance, safety, and operational effectiveness are met at assigned sites and facilities;

Plans, schedules, and evaluates the work of subordinate staff and ensures the availability of training and professional development programs;

Coordinates and interacts with other County agencies on issues affecting park/recreation management and operations;

Compiles and monitors the annual budget for the assigned unit and develops quarterly target projections and budget plans;

Researches and develops program standards that comply with federal, state, and local laws and regulations, that meet industry standards, and that assure participant safety;

Researches, develops and analyzes consumer needs, interests, and resources through a variety of assessment tools to determine appropriate instructional opportunities and leisure activities;

Oversees the development and implementation of community outreach plans to target underserved populations, to increase overall participation in programs, and to ensure the resolution of community concerns and customer complaints;

Establishes fee schedules and marketing formats and evaluates program participation levels and profit margins;

Prepares, reviews, and evaluates financial and administrative reports to analyze current practices and trends and initiates actions to maximize site use and revenue;

Participates in the development of short- and long-term goals, operating objectives, strategies and implementation plans, and submits recommendations for improved service delivery to ensure that scheduling of activities at facilities maximizes revenue and customer satisfaction;

Authorizes the procurement of required items or services;
Reviews and recommends actions on plans for the acquisition, development, construction, and renovation of park facilities;
Inspects, reports, and resolves encroachments with citizens and appropriate staff;
Ensures that all required certificates, licenses, and permits are current and posted.

Operations

Provides technical support and advice on the integration of persons with disabilities into general recreation programs;
Oversees and conducts training programs to sensitize agency staff to the needs of people with disabilities and provides specialized training to instructors working with people with disabilities;
Reviews facility plans to assure accessible design, construction, and makes recommendations to ensure compliance with ADA and other regulations.

Programming

Plans, organizes, and coordinates field trips, County-wide tournaments, dances, picnics, family outings, and other events;
Designs, plans, promotes, and supervises recreation program delivery through classes, camps, tours, workshops, and clubs at community centers, schools, trips, tournaments, family outings, and other recreational areas;
Coordinates recreation programs with other public and private agencies' programs.

Management

Surveys potential new facilities, coordinates the scheduling of facilities with school administrative personnel, and resolves usage problems;
Reviews and approves all client service plans, determines appropriate treatment protocols, and ensures other related participant documentation (assessments, progress notations) is completed according to agency standards;
Participates in interdisciplinary human service planning teams;
Ensures completion the Division's license applications to operate programs and compliance with governing regulations;
Plans and coordinates with agency and County staff on resource management issues for developed and undeveloped parks.
Develops and supports ongoing collaborative relationships with County agencies and other community-based agencies in order to identify service delivery needs, identify and develop community resources and coordinate efforts to meet those needs.
Develops a regional communication network to share and exchange information on regional issues and trends.
Identifies and establishes collaborative partnerships with community leaders, schools, agencies, businesses and non-profits to develop programs that support agency initiatives.
Manages group processes through facilitation, conflict resolution, mediation, consensus building and leadership development.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of park or recreation center management;
Knowledge of financial management controls relating to accounting and budgeting;
Knowledge of group work methods;
Knowledge of various athletics, arts and crafts, drama, group activities and day camps;
Ability to manage a large complex operation with extensive capital equipment, property value, and inventory;
Ability to motivate, supervise, and evaluate staff and to develop and implement staff training programs;
Ability to schedule, coordinate, and prioritize the work of a diverse groups of employees;
Ability to analyze programs and procedures and evaluate their performance against established objectives;
Ability to prepare clear and concise financial, administrative, and operational reports;
Ability to prepare and adhere to budgets;
Ability to use a personal computer, applicable software, and peripheral equipment;
Ability to obtain support of leaders and participants for programming implementation;
Ability to develop and maintain effective working relationships with staff, citizen groups, and the public;
Ability to communicate effectively, both orally and in writing.

If assigned to therapeutic recreation positions or positions dealing with access for disabled persons:

Knowledge of the various theories of human development;
Knowledge of the principles and practices of therapeutic recreation and disability issues;
Knowledge of the specific limitations associated with various disabilities;
Knowledge of general medical and psychiatric terminology;
Knowledge of OSHA/Universal precaution standards;
Knowledge of legislation and design standards for persons with disabilities.

If assigned to teen/senior positions:

Knowledge of the various theories of human development;
Knowledge of youth-related risk factors and early identification criteria.

If assigned to regional coordination positions:

Knowledge of principles, practices, tools and techniques of team-based management – facilitation, consensus decision-making, conflict resolution;
Knowledge of principles, practices, tools and techniques of community building and planning.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in recreation and park management, therapeutic recreation, business administration/management, public administration, or a closely related field.; PLUS
Four years of progressively responsible experience in park management or multi-faceted recreation center management providing a variety of recreation programs in the area of assignment; two years of the required experience must have included supervisory duties.

CERTIFICATES AND LICENSES REQUIRED:

Depending on the area of assignment the following may be required:

- Possession of a valid motor vehicle driver's license;
- First Aid certification within 90 days of appointment;
- CPR certification within 90 days of appointment;
- Possession of a commercial driver's license within six months of appointment.

If assigned to therapeutic recreation positions:

- Must be able to pass state criminal history check and pre-employment drug and alcohol test and provide proof of negative TB test within past year, before appointment;
- Certification with the National Council for Therapeutic Recreation (NCTRC) as a Certified Therapeutic Recreation Specialist (CTRS), within one year of appointment.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED:	August 30, 2005
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